

SECRET

Memorandum

TO : Registrar/TR

DATE: 22 January 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 3
15 - 21 January 1964

I. SIGNIFICANT ITEMS

None

II. OTHERS

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25X1A6a

A. A tentative roster of 25 nominees for the 3 February-22 May Basic PM Course was pouched to the Chief Instructor, Eli [REDACTED] for Wednesday, 22 January delivery at [REDACTED]. The roster contained the names of 14 "general" applicants and 11 candidates from the current Operations Course. Registration for this course reached 31 and was cut to 25, one above the maximum in expectation of the usual withdrawal of one or two.

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B. An original and carbon copy of a computer-type report listing all Agency employees who completed an AAO during the last six months of 1963 was given to [REDACTED] on 20 January. Dependents of DDP designees who attended were also identified.

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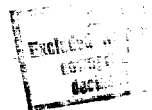
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C. [REDACTED] with assistance from [REDACTED] have completed proofreading the quarterly supplement of the Agency Training Record. The supplement contained 2649 line items of individual internal and external training completed during the period of 1 October through 31 December 1963. There were only twelve very minor errors which, according to [REDACTED] can be easily corrected. The information in the supplement will be combined in the cumulative ATR, expected to be produced within the next five days.

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D. [REDACTED] of OCR, Agency nominee to the Air War College 1964, was given the dates of the Intelligence Review and the Clandestine Services Review courses. I also told him of the opportunity for a briefing on the CS if he doesn't have the opportunity to attend CSR. He definitely plans to attend the Intelligence Review; will try to attend the CSR.

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E. [REDACTED] of the CI Staff was given information on the number of OTR Counterinsurgency Program Planning courses and of students during Calendar Year 1963. Art used the information in a report for 1600 Pennsylvania Avenue.

F. Special Bulletin No. 2-64 on the Off-Campus Program lists courses that may be given if registration is sufficient and gives registration dates.

G. The relocation of the Management phase of Midcareer Course No. 2 in the Broyhill Building required the Introduction to Intelligence Course to be moved to Room 601 for its last three days.

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The sequence of presentations of Introduction to Intelligence and Introduction to Communism from this date through 3 July will continue as scheduled. [REDACTED] will conduct the first week of his 17 February Introduction to Intelligence in Room 401 and during the second week he will be back in 803, which by that time will be vacated by the Midcareer students. Because of the switch, to the smaller room, enrollment in this running of the course will be limited to 35.

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H. [REDACTED] C/CT, informed us of the special English Usage Course for [REDACTED] she will conduct from 12 to 1:30 for four weeks beginning 27 January in the [REDACTED] Conference Room. AIB will handle enrollments.

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W
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I. [REDACTED] told me that the DC/WH, [REDACTED] has discussed with him the possibility of EOD's of that Division enrolling in an AAO on the geographic area to which the EOD is assigned. Each would take at least a day-and-a-half instruction. Marc plans further talks with [REDACTED]

Marc also asked us to try to get Training Officers to include on the Form 73 more information on the background of Agency dependents who take AAOs--their academic background, professional experience, overseas areas in which they have worked, lived, or visited. We plan to request this in the next Bulletin.

We also discussed the continuing problem of security and identification of our "AAO" people because they confuse the FSI and the LAS entrances at Arlington Towers. Marc can support, as can we, that Agency employees are either not being briefed correctly about the

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security at the Towers or they are apparently not paying much attention to directions and security details. Again we will try to alert the TO's as to this security problem by way of an item in the Bulletin.

J. Several of our OTR courses have been rescheduled recently; as far as we can determine, there has been no great inconvenience to our customers.

W K. Weekly Attendance. 20-24 January -- 854 persons attended 103 internal OTR courses or programs.

III. PERSONNEL

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 is attending the Printing Services Seminar Tuesday through Thursday, this week.

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